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Ch/G Staff Meeting  
9 September 1958  
ACTION REQUIRED

<u>Item No.</u>	<u>Action Required of Ch/G</u>	<u>Action Required of Divisions</u>
1.	FOR INFORMATION ONLY	
2.	" " "	
3.		Personnel to attend when scheduled or notify St/A in advance if they cannot.
4.	NONE	
5.	FOR INFORMATION ONLY	
6.	" " "	
7.	Area Notice will be issued, spelling out responsibility for map requirements.	
8.	NONE	
9.	"	
10.		25X47A9D/GG to check and let know.

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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 9 SEPTEMBER 1958

PRESENT:

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1. Training Report

Ch/G read the GRA division percentage figures from ORR's Monthly Training Report for August, noting that they were considerably below 5%. It was agreed that much of the shortage results from normal summer training slack.

2. United Giver's Fund

Ch/G announced that the United Giver's Fund drive is scheduled to begin shortly. Division Chiefs were asked to help their key men (Administrative Assistants) get this drive off to a good start.

3. Security Indoctrination

Ch/G asked that the Division Chiefs pass on to their personnel the importance of going to Security Indoctrination when scheduled. This is an agency-wide program to re-indoctrinate all personnel on security matters, with each office being allotted a certain number of seats for each session. If it is impossible to attend when scheduled, be sure that St/A is notified in advance, so that someone else may be scheduled and the individual may be re-scheduled at a later date.

4. Review of GRA Role

Ch/G reviewed the role of GRA, in the context of the departure of D/GP. It was concluded that neither the Area nor its program is particularly affected. We should, of course, continue to utilize PI facilities and be ready to give advice and close support to PIC.

5. City Plan Work

Chief, D/GC, reviewed the current status of the City Plan work being done by D/GC and D/GG. It was agreed that, to date, the project seems to be going along quite well.

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6. SAC Materials

Chief, D/GL, reported that to date 12,000 sheets of SAC materials have been received--most of it in 18 copies as requested. D/GL is 25X1A9a indexing and plotting these sheets as they come in. [REDACTED] stated that a considerable amount of overtime would have to be requested in the next few pay periods to get these materials in shape.

7. Map Requirements

Ch/G stated that in order to place the responsibility where the work is currently being done, D/GL is to be responsible henceforth for the preparing of map requirements. D/GL will, of course, coordinate with D/GG or D/GC when necessary. SA to Ch/G will prepare an Area Notice on this within the next week.

8. Procedure for GRA Contributions to NIE's

After discussion with the Office of the AD, the following procedure has been worked out for Area contributions to NIE's:

1. Prospectus and terms of reference of estimates are received.
2. Examination and discussion within D/GG determines whether or not we contribute.
3. D/GG talks to Staff Member in ONE about our possible contribution.
4. GRA decides:
  - (a) What "unique" contribution we can make, or
  - (b) If not "unique", with whom in ERA they will work in making contribution.
5. D/GG prepares a short memo to AD/RR (cc: St/C), stating:
  - (a) A contribution is planned on a particular aspect of the estimate.
  - (b) Whether it is being done in conjunction with another ORR component or is to be a separate contribution.
  - (c) If discussed with ONE, that they are receptive.
6. If contribution is in field that overlaps ERA, we coordinate with them in both the initial planning and the final production of contribution.
7. When completed, contribution is sent for review to: Ch/G; AD/RR.
8. On approval, contribution goes to St/C, for transmittal to ONE-- as part of over-all ORR contribution or separately as appropriate.

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9. War Planning

SA to Ch/G briefed the group regarding a report on war planning made to QAD/RR which proposed certain tasks for the Area in this field, as follows:

1. Contact major geographic intelligence components in other agencies to discuss emergency plans and problems.
2. Discuss with DD/P the specific kinds of geographic research support they will require.
3. Request that the Office of Security conduct limited security check on personnel on the GRA Ready-Reserve List.
4. Continue to prepare GRA personnel for wartime operations through training and work assignments.

10. D/GG Publications

Ch/G inquired of Chief, D/GG, as to where we stand in the move 25X1A9a put D/GG publications in line with other Agency publications. [REDACTED] will check into this and let [REDACTED] know.

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\*11. O/T Policy

With certain exceptions, overtime will be abolished. It is expected, however, that there will be a "phasing out" period before this occurs.

\*12. Availability of Personnel

Ch/G informed the group that he was now on 24-hour call and is required to keep the Watch Office informed as to where he can be reached. [REDACTED] asked that the Division Chiefs, in turn, keep him informed of their whereabouts if they cannot be reached at home.

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